

SUPERVISOR'S REPORT OF INDUSTRIAL INJURY

AGENCY# _____

WHEN AN INJURY OCCURS ON THE JOB SUPERVISOR:

- 1) Early Claim Reporting Service, 542-WORK, 1-800-837-8583**
- 2) Determine extent & nature of injury. Apply first aid as required. (Know which members of your work force have first aid training.)**
- 3) If injury is serious, call ambulance or doctor immediately.**
- 4) Have injured employee accompanied to doctor if shock is apparent or if not in condition to drive alone.**
- 5) Send blue medical authorization slip with injured employee.**
- 6) In case of fatal injury, notify your agency personnel office.**
- 7) Investigate cause of accident and correct condition to prevent recurrence. Fill out supervisor's report completely.**
- 8) Document facts, securing evidence. Contact your agency loss control representative or Risk Management Loss Control if assistance is needed.**
- 9) Advise your agency Workers' Compensation coordinator and Risk Management 542-2182 when injured employee returns to work.**